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Introduced by Mayor Moyer

A RESOLUTION concerning

FOR the purpose of approving the job descriptions for the civil service positions in the newly created Department of Neighborhood and Environmental Programs, in the Department of Finance/Management Information Technology for a Management Information Technology Engineer, in the Department of Planning and Zoning for a Comprehensive Planner, and in the Department of Police for the Police Communications Operators; and all matters relating to said job descriptions, pay grades and reclassification.

WHEREAS, the Annapolis City Council received the Minutes of the Civil Service Board dated August 18, 2003, which recommends the approval of the position upgrades and reclassification in the new Department of Neighborhood and Environmental Programs, creation of the new position of Management Information Technology Engineer in the Finance Department, reclassification of Comprehensive Planner in the Department of Planning and Zoning, and the upgrade of Police Communications Operators in the Police Department.; and

WHEREAS, it is necessary to incorporate into the current Job Description Manual a job description for any new positions and reclassifications adopted by the City Council, including the job descriptions referred to above.

NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the job descriptions listed below and attached hereto, be and are hereby adopted and included as part of the current Job Description Manual for the City of Annapolis:

Department of Neighborhood and Environmental Programs

Director of Neighborhood and Environmental Programs

Permits Administrator

Assistant to the Director

Bureau Chief Environmental Programs

Bureau Chief Code Enforcement

Permits Associate

Administrative Office Associate

Permits Associate I

Office Associate III

Plumbing/Utility Inspector

Building Inspector

Zoning Enforcement Inspector

Mechanical/Safety Inspector

Electrical Inspector

Senior Housing Inspector

Housing Inspector

Pre-Treatment Inspector

Environmentalist

Storm Water Management Engineer

Finance Department

Management Information Technology Network Engineer

Department of Planning and Zoning

Comprehensive Planner

Police Department

Police Communications Operator II

Police Communications Operator I

ADOPTED this 13th day of October , 2003.

1	ATTEST:	THE ANNAPOLIS CITY COUNCIL
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4		BY: _____
5	Deborah Heinbuch, CMC/AAE	ELLEN O. MOYER, MAYOR
6	City Clerk	